

RFMS STEERING TEAM MEETING MINUTES

Meeting Type: Weekly **Meeting Date:** 30 April 03
Meeting Time: 1000~1200 **Meeting Place:** Kaizen No Yochi

Present: RE, BM, XO, DRE, XO, DOICC, C130 (Recorder/ Facilitators)

Decision Made, Actions Planned, Tasks to be Done	Person Responsible
Nominate two people who participate SAME National Conference	BM and XO
<p>1. RFMS MEO Updates: Mr. Roundtree briefed RFMS MEO draft. Team member requested to make several changes in the charts. CAPT Orndoff will develop system charts with three different filters and provide them to Mr. Roundtree for his back up slides. Team members agreed to set up some other time to review the charts.</p> <p>2. Supporting SAME National Conference: Team members agreed to support this program, and send participants to this conference. CAPT Orndoff requested Mr. Roundtree and LCDR Quattlebaum to nominate two participants from PWC Japan.</p> <p>3. Other Agenda Items: Team member decided to discuss about the remaining agenda items either some other time or the next RFMS Steering Team Meeting.</p> <p>4. Items of General Interests CO- Shared with the members some outcomes from NAVFAC Strategic Planning. PWC and EFD are merging for efficiency and flexibility. XO- It is National Public Works Week. Preparing Seahawk article on CNO Safety Award and SECNAV Safety Award. RPAO- Funds from CNI on PM do not include SRF. SRF historically get funding separately. CO replied it needed to transfer the responsibility. BM- Suggested having an employee appreciation day using a couple of hours in the afternoon on a Friday this sometime this summer. CO replied that it would be a good idea although there are some challenges exists such as alcohol usage.</p>	